

Instructions for: **PROGRAM FISCAL REPORT (PI-1086)**
(rev. 06/02)

Report for Period Ending: Record the month and year through which this report is completed.

Program: Specify the *federal or state grant program*; i.e., Title 1, IDEA, AODA, etc.

Project Beginning Date: Report the DPI approved beginning date. Funds may not be expended or obligated prior to this date.

Project Ending Date: As stated in your approved contract or grant award document. Funds may not be obligated beyond this date.

Account Code: List all account codes used in your approved project budget.

Account Name: Report the name of the account corresponding to the account code.

Approved Budget: Enter the amounts approved for each account as stated in your contract.

Unliquidated Encumbrances: Report unpaid obligations (i.e., payables, open purchase orders, personal service contracts, etc.) Encumbrances should be liquidated on the final report.

Total Disbursements to Date: Report the cumulative amount of project payments as recorded on your general ledger. (Do not include payables.)

Unencumbered Balance: Report the amount of funds that have neither been obligated nor disbursed.

Cash Summary: Total funds received *minus* total disbursements to date *equals* cash on hand at the end of period. ***Cash on hand at end of period often is a negative figure.***

Amount Requested: If an advance is requested, the amount may not exceed a 30-day cash supply.

Additional questions regarding the completion of this report may be directed to the Federal Aids and Audit Section:

Grants Supervisor, Robert Sainsbury, Phone: (608) 266-2428

Program fiscal reports prepared using an electronically created version of this form are acceptable. It must include all the elements found on this form. An Excel spread sheet version of this form is available on the website. Interim reports may be submitted as an e-mail attachment to the appropriate program accountant (see audit & personnel assignments at <http://www.dpi.state.wi.us/dpi/dfm/sms/fedesign.html>). Completed forms may be faxed to (608) 267-9207.